

## **Policy Committee Meeting Summary**

**April 2, 2021**

### 1. Roll Call and Minutes Review:

Patsy Root, Chair, called the meeting to order at 11am Eastern on March 19, 2021 by teleconference. The meeting was attended by 5 Committee voting members (see Attachment A).

The March 19<sup>th</sup> meeting minutes were reviewed. A motion was made by Paul to approve the March 19, 2021 minutes as written. The motion was seconded by Elizabeth and unanimously approved.

### 2. SOP 1-104: Control of TNI Documents

Patsy reviewed the work done during the last meeting.

#### Section 5:

The Committee needs to rethink Class V documents. Are they all confidential? Changed ABs and PTPAs to examples of organizations that are evaluated. Noted that Class V documents include records that contain sensitive or proprietary information.

Corrected standard development terminology to current terminology.

Remove vote tally from 5.2.2. Vote tallies are in minutes.

Deleted Section 5.1 and renumber accordingly. Note instead: Controlled documents are assigned into four classes by the Secretary or designee:

Section 6.1 - add "responsibility for".

Section 6.3. Removed vote tally so just about everything should be in Dropbox.

Section 6.4 - Need to define Content Management System. Deleted the term "archived".

Section 6.5 - OK

Section 6.6 - Class IV need to be in a secure cloud-based system. Why? Look at Class V. Do we still need the Class IV designation?

Eliminate Class IV and change Class V to IV. Make appropriate changes in SOP to accommodate this change.

Section 7: Pointed to Appendix A for access mode and availability of controlled documents in common usage. Deleted language regarding archive and storage of hard copies.

Section 8: OK

Section 9: Deleted Section 9 and moved reference to Appendix A to Section 7. Renumbered remaining sections.

New Section 9 – Revision, Withdrawal and Disposal of Documents:

Section 9.2 - Changed to: Revised or withdrawn versions of controlled documents must be stored in accordance with Appendix A, Specifications for TNI Controlled Documents.

Section 9.3 – Notification to any materially affected party

Section 9.4 – Deleted.

Appendix A needs to be updated. Jerry will update Appendix A for the next meeting.

### 3. Action Items

An Action Item Summary can be found in Dropbox. The Committee started their review of the Summary and will complete the review at the next meeting. Ilona will provide some updates to the Status columns before the meeting.

### 4. New Business

None.

### 5. Next Meeting and Close

The next meeting will be held by teleconference on April 16, 2021 at 11:00am EST. Patsy will not be able to attend this meeting, so Silky will be chairing this meeting. *(Addition: The April 16, 2021 meeting was canceled.)*

The meeting was adjourned at 12:30 pm Eastern.

Attachment A

**Participants  
TNI Policy Committee**

Members	Represent	Affiliation	Contact Information
Patsy Root, Chair <b>Present</b>	TNI Secretary (Other)	IDEXX	Patsy-Root@idexx.com
Silky Labie, Vice Chair <b>Absent</b>	At Large (Other)	Env. Lab. Consulting & Technology, LLC	elcatlc@centurylink.net
JoAnn Boyd <b>Absent</b>	Lab and FSMO (Lab)	Southwest Research Institute, San Antonio, TX	jboyd@swri.org
Elizabeth Turner <b>Present</b>	NEFAP (Lab)	Pace Laboratories	Elizabeth.turner@pacelabs.com
Virginia Hunsberger <b>Present</b>	NELAP (AB)	PA DEP	vhunsberge@pa.gov
Mei Beth Shepherd <b>Present</b>	At Large (Other)	Shepherd Technical Services	mbshep@sheptechserv.com
Eric Smith <b>Absent</b>	PTPEC (Lab)		eric.smith72@comcast.net
Paul Junio <b>Present</b>	CSDP (Lab)	Northern Lake Service, Inc.	paulj@nlslab.com
Jerry Parr (ex- officio) <b>Present</b>	Executive Director	TNI	Jerry.parr@nelac-institute.org
Alfredo Sotomayor (ex-officio) <b>Absent</b>	TNI BoD, Chair	Milwaukee Metropolitan Sewer District	asotomayor@mmsd.com
Ilona Taunton <b>Present</b>	Program Administrator	TNI	Ilona.taunton@nelac- institute.org